Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development

REQUEST FOR QUOTATION (RFQ) No. 2026-02-042
Small Value Procurement

The Metro Manila Center for Health Development (MMCHD), through its Bids and Awards Committee (BAC) will undertake Alternative/Small Value Procurement in accordance with Sec. 34 of the Implementing Rules and Regulations of the Republic Act No. 12009

Name of Project:	**Procurement of Embroidered Polo Shirt**
Location:	Blk 6, Brgy. Addition Hills, Welfareville Compound, Mandaluyong City
Description:	Please use the attached Technical Specifications
Approved Budget for the Contract	**P 16,200.00**
Deadline of Submission of Bid	**February 27, 2026**

1. The Bidder shall submit a price quotation for each item indicated in the Request for Quotation (RFQ).
2. Quotations shall be submitted to the BAC Secretariat Office, Blk. 6, Barangay Addition Hills, Welfareville Compound, Mandaluyong City, on or before 27 **February 2026 at 5:00 p.m.**
3. The opening and evaluation of quotations shall be conducted on 2 March **2026 at 10:00 a.m.** at the BAC Secretariat Office, Blk. 6, Barangay Addition Hills, Welfareville Compound, Mandaluyong City.
4. The Bidder shall ensure that the quotation form is completely and accurately accomplished. Any misrepresentation or submission of false information shall be a ground for disqualification and/or appropriate sanctions in accordance with applicable laws, rules, and regulations.
5. Price quotation(s) shall remain valid for a period of **sixty (60) calendar days** from the date of submission.
6. All price quotation(s), denominated in Philippine Peso, shall be inclusive of all applicable taxes, duties, fees, and other charges.
7. Any interlineations, erasures, or overwriting in the quotation shall be valid only if duly signed or initialed by the supplier or its duly authorized representative.
8. The goods shall be delivered in accordance with the requirements and delivery schedule specified in the Technical Specifications.
9. The award of contract shall be made on a **lot basis** to the supplier offering the **lowest evaluated quotation that is responsive to the technical and financial requirements**. Any quotation exceeding the Approved Budget for the Contract (ABC) per item shall be automatically disqualified.
10. Payment shall be processed upon complete delivery and acceptance of the goods and upon submission of the required supporting documents, in accordance with existing government accounting and auditing rules and regulations.
11. In case of delay in delivery, **liquidated damages** shall be imposed at the rate of **one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion of the contract for every day of delay**. The total liquidated damages shall not exceed **ten percent (10%) of the contract price**. Once the cumulative amount of liquidated damages reaches ten percent (10%), the Procuring Entity may **rescind the contract and enforce other remedies available under RA 12009 and its Implementing Rules and Regulations**, without prejudice to other legal actions.

MA. ROSSANA C. FARINAS
Administrative Officer V
BAC Secretariat

Request for Quotation

Item No.	Quantity	Unit	Item/Description	Statement of Compliance	Unit Price	Total ABC
	18	**pcs**	**Polo Shirt:** **Type of Material:** Honeycomb Fabric **Sleeve Type:** Short sleeves **Collar:** Rib-knit collar with reinforced collar stand **Fit Type:** Regular fit/ Unisex Sizes shall be available from XS to XXL **ITEM 1** **Color:** White, Black and Navy Blue **Quantity:** 9 pcs **ITEM 2** **Color:** White, Light Blue and Navy Blue **Quantity:** 9 pcs **Branding:** - Embroidered DOH Seal (left chest) 2.5 inches - Embroidered DOH/Communications Management Unit text at the back **Prototype Design:** see attached **Delivery Period**: 14 calendar days upon receipt of approval sample **Place of Delivery:** DOH-MMCHD Mandaluyong City		**Php900.00**	**Php16,200.00**

B. Additional Requirements:

1. Instruction: Sample subject for approval of the end-user before mass production and must be individually pack in plastic. Upon received of the Purchase Order (PO), the sample must be within 7 days. The sample to be provided should be separate from what is indicated in the order or the quantity specified in the PO, once it is approved, the counting of delivery days will begin.
2. ***Supplier shall submit prototype/sample within 5 working days upon receipt of Approved P.O. for approval of end-user. (including sizes and exact color description)***
3. Submission of a prototype or sample is limited to two submissions, each of which must be made within 4 calendar days.

The supplier should claim the sample after the delivery has been completed

C. Additional Requirements to be attached to this form:

1. Interested Suppliers are required to submit the following documentary requirements:
   a. Mayor's Permit/Business Permit ((in case expired, please submit the same and attach the official receipt of the application for renewal).
   b. Certificate of Registration from PhilGEPS
   c. ITR 2024 with stamp receipt year 2025 or any proof of acknowledgement by the BIR
   d. Tax Clearance
   e. SEC/DTI
   f. Certificate of Business Registration (BIR 2303)

g. Notarized Omnibus Sworn Statement (OSS); and
h. Secretary's Certificate (if your company is a corporation); Special Power of Attorney (for sole proprietorship), to be attached in the notarized OSS (**see annex A)**

"Non-submission of completeness additional requirements will be automatically disqualified."

D. Mode of Payment:

1. Payments shall be made upon completion of each item and made only upon the issuance of the Inspection Committee's Inspection and Acceptance Report (IAR).
2. No payment shall be made for supplies and materials not yet delivered or services not yet rendered.
3. The Supplier's request for payment shall be made in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services performed, and by documents submitted pursuant, and upon fulfillment of other obligations stipulated in these Request for Quotation.
4. Payments shall be made promptly by the MMCHD within thirty (30) days from issuance of the IAR by the IAC.

The currency in which payment is to be made shall be in Philippine Pesos

_____
Signature over Printed Name
[date of signing]
In the capacity of : [title or other appropriate designation]
Duly authorized to sign bid for and on behalf of : [Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]

PRICE SCHEDULE

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item	Description	Qty	Unit	Quoted Price	Delivery Site	Delivery Period
	Procurement of Embroidered Polo Shirt	**18**	**pcs**		DOH-MMCHD Mandaluyong City	14 calendar days upon receipt of approval sample

Name of Company:_____
Address:_____
Signature Over Printed Name :_____
Telephone/Fax Number :_____
Email:_____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent

(if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

For Sole Proprietorships)

(use Bidder's Official Letterhead)

SPECIAL POWER OF ATTORNEY

I, _____, Filipino, of legal age, doing business under the trade name and style of "_____", duly organized and existing under Philippine laws, with principal office address at _____ hereby name, constitute, and appoint _____ (Name of Attorney-in-Fact) as my authorized representative and attorney-in-fact to do, execute, and perform any and all acts necessary to participate, submit bids, sign and execute documents and instruments, including the Bid Securing Declaration and/or to represent me in any and all bidding proceedings conducted by the Metro Manila Center for Health Development for the Bid Project _____ (Indicate Bid Project Title and No.):

I hereby grant, unto my said attorney-in-fact, full power and authority, to do, execute and perform all acts necessary or proper to render effective the power above-stated, as fully and effectively as I might or could lawfully do if personally present, and hereby ratifying and confirming all that my said attorney-in-fact shall do with full power of substitution and hereby further confirms all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of

_____, 20 at _____.

_____

Affiant/Principal

_____

Attorney-in-Fact

Signed in the Presence of:

_____ _____

Witness Witness

NOTE: PLS. USE THIS FORM ONLY IF THE REGISTERED PROPRIETOR OPTS TO AUTHORIZE ANOTHER PERSON TO REPRESENT HER/HIM TO DO, EXECUTE, AND PERFORM ANY AND ALL ACTS NECESSARY IN ORDER TO PARTICIPATE, SUBMIT BIDS, SIGN AND EXECUTE DOCUMENTS PERTAINING TO THE BID PROJECT.)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

) SS.

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of _____,

personally appeared _____ with Identification No. _____ issued on

_____ at _____, known to me and to me known to be the same person who

executed the foregoing instrument which he/she acknowledged to me to be his/her free and

voluntary act and deed, consisting of only _____ (____) page/s, including this page in which this

Acknowledgement is written, duly signed by him/her and his/her instrumental witnesses on each

and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

(For Corporations, Partnerships, or Cooperatives)

(use Bidder's Official Letterhead)

REPUBLIC OF THE PHILIPPINES)

) S.S.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at_____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through Board Resolution No. ___ (Indicate Board Resolution No.), Series of 20__:

"RESOLVED, that the Corporation is hereby authorized to participate in the bidding of _____ (Name of the Project and Project ID No.) of the Metro Manila Center For Health Development ("MMCHD" or the "Procuring Entity") and if awarded the project shall enter into contract with MMCHD;

RESOLVED, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the Corporation, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the Corporation to participate in the bidding of the above-mentioned project which includes to sign for and in behalf of the Corporation all bid documents, submit the bid, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding including the ensuing contract with MMCHD and all other documents, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting in this manner1:

1☐ Any one (1) of the above signatories

2 ☐ All of the above signatories

3. ☐ Any (state the number)__of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 4)

RESOLVED FURTHER THAT, _____ (Name of the Corporation):

(1) the Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and

(2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the MMCHD or any other agency in connection with this project to prevent and restrain the

bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by MMCHD, revoking, amending, or otherwise modifying the same."

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20 at _____.

_____

Corporate Secretary

SUBSCRIBED AND SWORN to before me, this day of , 20 at _____ , affiant exhibiting to me his/her Competent Evidence of Identity _____ issued on _____ at _____.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____